

DOM CHAPTER 3, ARTICLE 7- PERSONNEL IDENTIFICATION CARDS

Revised October 4, 1994

Sections 31070.1 through 31070.9.2 are unchanged

Section 31070.9.3 is revised to read:

31070.9.3 Initial Endorsement Procedures

Revised February 28, 2011

Employees wishing to receive a CCW endorsement on their retired peace officer ID card shall submit the following documents to the Institutional Personnel Officer (IPO), Regional Parole Personnel Liaison (RPPL), or the Chief, Personnel Services Section (PSS) for headquarters employees, 60-180 days prior to their retirement date:

- CDC Form 894-A, Personnel Identification Card Information.
- CDCR Form 1051, Request to Carry a Concealed Firearm and Questionnaire.
- CDCR Form 1052, Endorsement to Carry Concealed or Loaded Firearm.
- CDCR Form 1053, Authorization to Release Medical, Surgical, Psychiatric Care & Treatment Information.
- CDCR Form 1054, Office of Internal Affairs, CCW Clearance Report.
- CDCR Form 2164, Live Scan Response Form.
- OPOS Form 8016, Request for Live Scan Service with payment for all applicable fees.
 - Live Scan fingerprints must be taken for all retirees requesting a CCW at the retiree's expense. Payment for all applicable fees are to be forwarded to the Office of Peace Officer Selection, attn: Operation Support Unit.
 - The OPOS Form 8016 shall have "Retired Peace Officer" entered on the "Job Title" line.
 - The "Your Number" line shall have the institutions or unit's initials and date entered (i.e. PBSP 06-15-07 or Reg. II 06-15-07).
 - The Live Scan operator will select the Option "Retired Peace Officer."
 - The Live Scan operator will type "Retired Peace Officer" as the classification.
 - The OPOS Form 8016 form must be faxed to the Office of Peace Officer Selection (OPOS).
 - At least the DOJ and FBI responses must be received back prior to approving and issuing the CCW endorsement.
 - When "clear" responses are received, they shall be recorded on the DOJ/FBI Employee Response form and then shredded.
 - Arrest/Criminal History (Rap sheet) responses shall be recorded, kept and included in the application package for review by the Warden.
 - Contact the OPOS to check on delayed (DOJ/FBI/Firearms) responses.

Section 31070.9.3.1 is unchanged

Section 31070.9.4 through 31070.9.5 is revised to read:

31070.9.4 Other Requests for CCW Endorsements

Revised February 28, 2011

An honorably retired peace officer who did not request a CCW endorsement at retirement and decides to obtain one later, may submit a request for a new retired ID card to the hiring authority who last supervised them. The retiree shall obtain, complete, and submit the same forms as listed in the previous section, including Live Scan fingerprints with payment for all applicable fees. The approval process shall be the same as outlined above; except that, all three responses (DOJ/FBI/Firearms) to the fingerprint check must be received back and reviewed prior to the CCW endorsement being approved or denied by the hiring authority. Upon approval or denial, the policy shall be followed as stated in the previous section.

31070.9.5 Renewal of Endorsement

Revised February 28, 2011

Honorably retired peace officers requesting renewal of a CCW endorsement are to obtain, complete, and submit the forms listed below to the EOU at 60-180 days prior to the expiration date on their current ID card. A retiree may request renewal forms at any CDCR personnel office (institutions, parole regional headquarters, and CDCR headquarters) regardless of the hiring authority. That personnel office shall be responsible to obtain a current photo, process the CDCR Form 894-A, and send the entire package to EOU for processing and approval. Live Scan fingerprints are only required as described below.

- CDC Form 894-A.
- CDCR Form 1051.
- CDCR Form 1052.
- CDCR Form 1053.
- OPOS Form 8016.
 - Live Scan fingerprints are required only once from each retiree.
 - If they were correctly submitted for the initial CCW, they are no longer required.
 - Call or e-mail the OPOS to verify the retiree's name in their database.
 - If the retiree is not in the database, Live Scan must be submitted for the renewal with payment for all applicable fees. Applicable payments are to be forwarded to the Office of Peace Officer Selection, attn: Operation Support Unit.
 - Enter "inst. - date" on the "Your Number" line.
 - The OPOS Form 8016 must be faxed to the OPOS by the Live Scan operator or retiree.
 - At least the DOJ and FBI responses must be received back prior to forwarding the renewal package to the EOU.
- CDCR Form 2164 is included only if Live Scan is required.

The EOU shall review the documents. The renewal application shall be approved, unless there is good cause to deny/revoke for reasons outlined in Approval/Denial section of this policy. If the application is to be approved, the Captain, EOU, shall sign the CDCR Form 1052, and fax it to the location where the retiree will be issued a new CCW endorsed retired ID card, with an expiration date five years from date of issue to the retiree. That expiration date and the ID number shall be written on the CDCR Form 1052 by Personnel and faxed back to the EOU for entry into the database.

If, for administrative or procedural purposes, an extension of the privilege to carry a concealed firearm is necessary, the Captain, EOU, may authorize an extension of up to 90 days.

Sections 31070.9.5.1 through 31070.11 are unchanged